

Common Form Implementation Guidance

Linking SciENcv, eRA Commons, and ORCID accounts

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Guidance provided by RASP on implementation. See [NOT-OD-26-018](#) for full details. Last updated 1/27/26

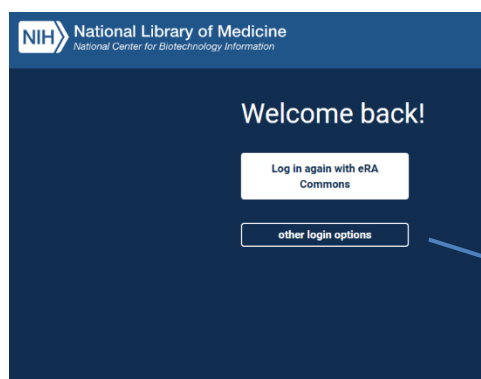
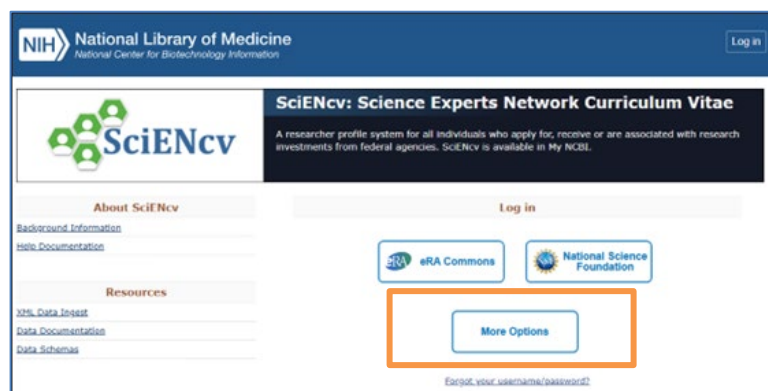
Log into SciENcv (all)

[SciENcv](#) is hosted by NCBI, an NIH Center. Your NCBI account is accessed via the credentials of one of your linked accounts.

If a different sign on methods take you to different profiles, [submit a ticket to the NCBI help desk](#) to merge your profiles into one and link your accounts.

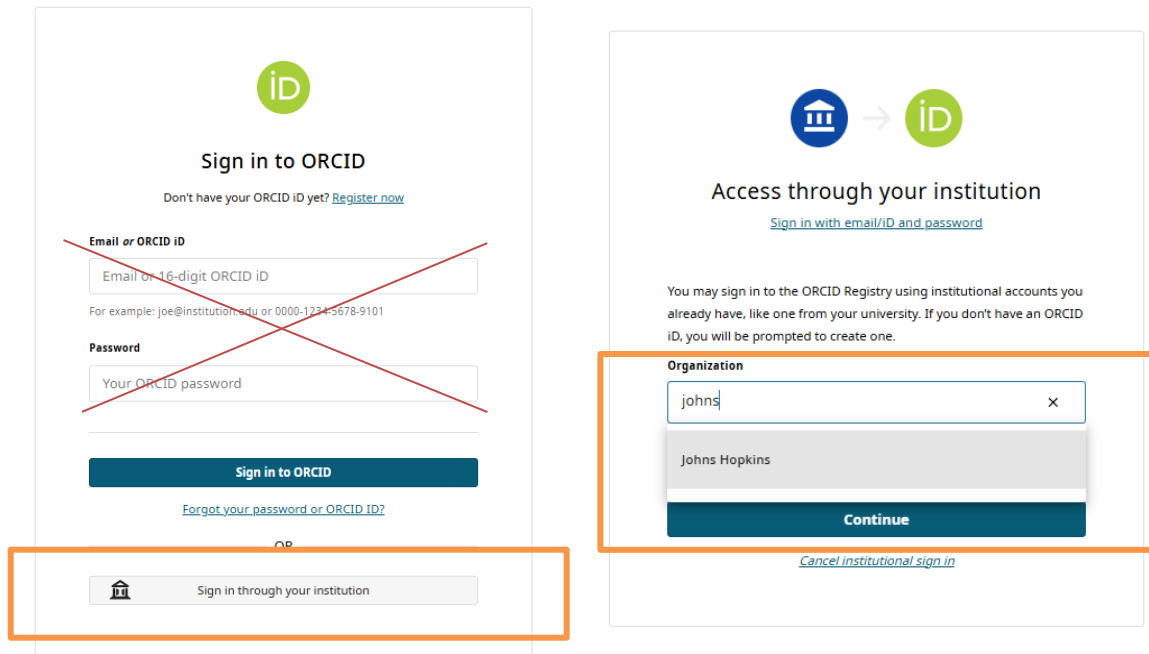
For the Common Forms, log into SciENcv with your ORCID account to force the connection:

- Go to the [SciENcv log-in page](#) (bookmark this) OR the [NCBI Account](#) log-in page
- Click “More Options” or “Other Log-in Options”
- Search for ORCID



Log into ORCID via the JHU SSO

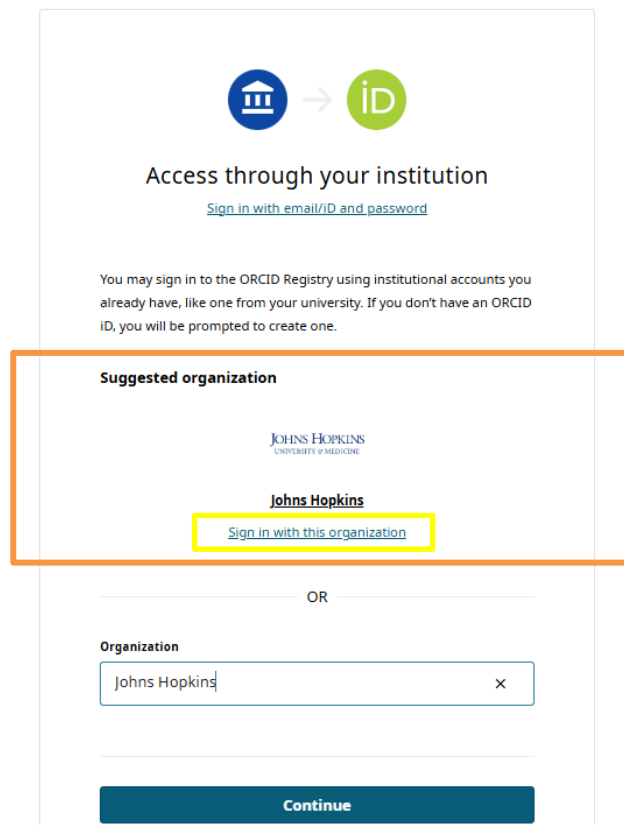
- When you get to ORCID, click **“Sign in through your institution”** instead of using ORCID credentials
- Search for Johns Hopkins, then Continue



The screenshot shows the ORCID sign-in page. The top section is titled "Sign in to ORCID" and includes a link to "Register now" for users who don't have an ORCID ID. Below this are two input fields: "Email or ORCID ID" and "Password". The "Email or ORCID ID" field is crossed out with a red X. The "Password" field is also crossed out with a red X. Below these fields is a "Sign in to ORCID" button. At the bottom of the page, there is a link to "Forgot your password or ORCID ID?".

Below the main sign-in form, there is a section titled "OR" with a button labeled "Sign in through your institution". This button is highlighted with an orange box.

- On the next screen, click the small **“Sign in with this organization”**
- There will be a pause for authentication.
- You *should* be taken to an SciENcv profile associated with both your JHU and ORCID accounts.
- Go to Account Settings to link your eRA Commons ID
 - If not able to link, you may have [multiple profiles](#).



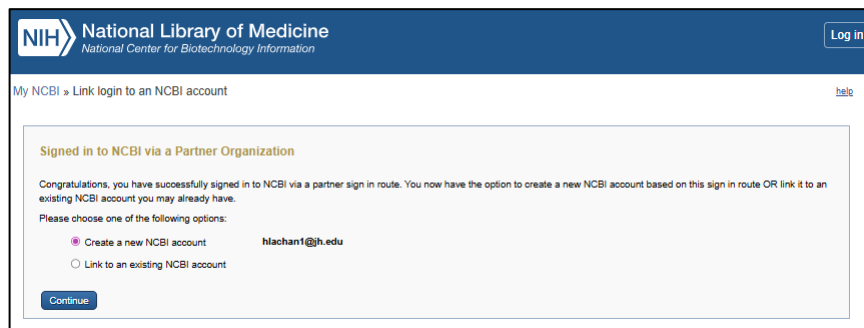
The screenshot shows the "Access through your institution" page. It includes a link to "Sign in with email/iD and password". Below this is a section titled "Organization" with a search bar containing "johns" and a dropdown menu showing "Johns Hopkins". A "Continue" button is at the bottom.

Below the "Organization" section, there is a section titled "Suggested organization" which is highlighted with an orange box. It displays the Johns Hopkins University of Medicine logo and the text "Johns Hopkins". Below this is a button labeled "Sign in with this organization", which is highlighted with a yellow box.

Below the "Suggested organization" section, there is a section titled "OR" with a link to "Sign in with email/iD and password". Below this is a section titled "Organization" with a search bar containing "Johns Hopkins" and a dropdown menu showing "Johns Hopkins". A "Continue" button is at the bottom.

- If you get a “Signed in to NCBI via a partner organization” then:

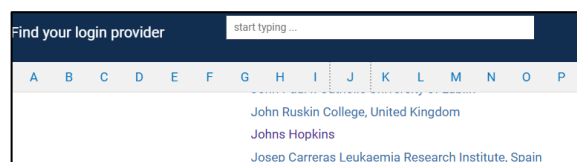
- Link to an existing if possible
- Problems here may indicate you have [multiple profiles](#) that need merged.
- While the eRA Commons account does need linked, the ORCID link is the most important for the Common Form implementation.



- If nothing else works, create a new profile from the ORCID credential, and then [submit a help desk ticket to NCBI](#) to merge it with your eRA Commons profile.

If you have never logged into NCBI and need to create a new account:

- Go to ‘More Options’
- Search for ‘Johns Hopkins’ and use your JEHD log-in
- At the “Signed in to NCBI via a partner organization” screen, click “Create a new NCBI account.” You will be taken to a new (empty) profile.



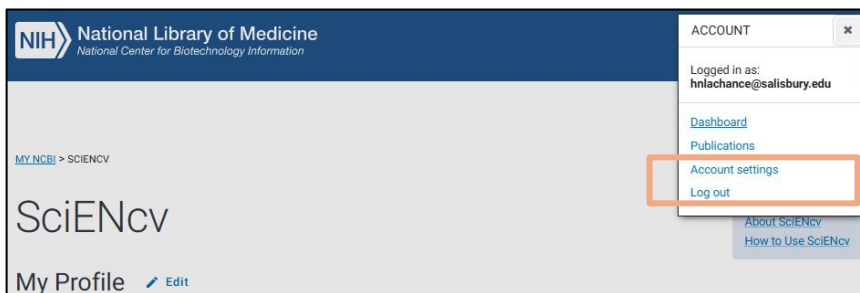
If SciENCv does not open even after entering your credentials:

- If you are a regular eRA Commons user, or a NSF research.gov user, try those credentials
- If you have used your JH email with SciENCv, click ‘more options’ and search for Johns Hopkins SSO and use your standard JHED log-in
- If logging in is problematic, or you get stuck in a loop of re-loading the agency log-in page, try closing out your browser, logging into the partner agency first, and return to the SciENCv home page, and click the same agency.
- Reach out to your department’s Welch Library [Informationist](#) for assistance logging into [ORCID](#)
- For problems finding your NCBI account or merging profiles, please submit a ticket to the SciENCv help desk at <https://support.nlm.nih.gov/support/create-case/> or email info@ncbi.nlm.nih.gov

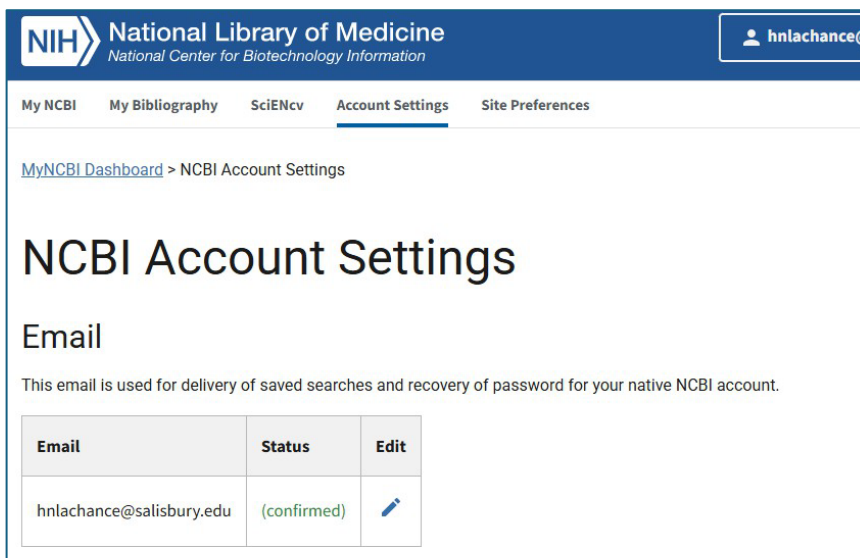
Connect Accounts via My NCBI Dashboard (faculty)

While your documents will be housed within SciENcv, the account is housed within NCBI. **Each senior personnel must log into their NCBI account, and link their eRA Commons and ORCiD accounts.**

1. Click on your user name in the upper right corner, and then click Account Settings

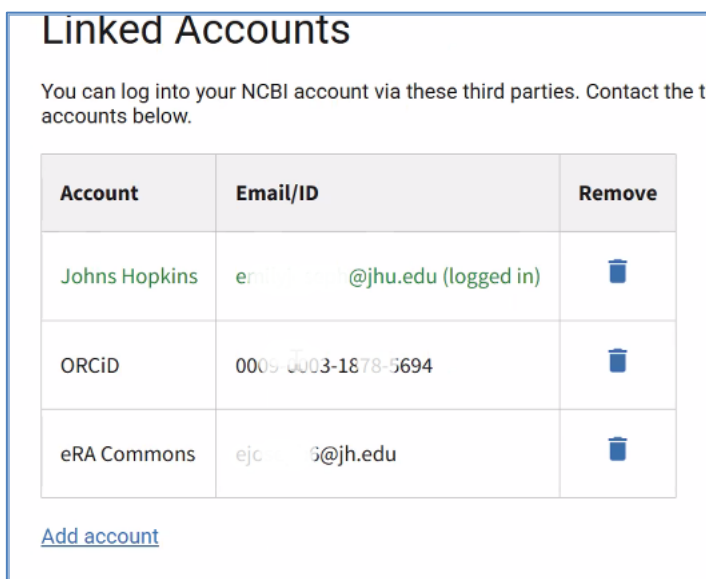


2. Note the email for your "native NCBI account."
 - Correct this email if needed, as notifications will be sent here
 - Confirm so that status is listed as (confirmed)



3. Currently Linked Accounts

- Accounts already linked will be displayed with the email or credential.
- Any of these credentials should log you into this profile (and will be displayed in green).
- If an account is not on this list, and you also cannot add it via 'add account,' then it is likely in use by another profile. [Submit a help desk ticket](#) to have your profiles merged.



4. Link New Accounts

- Click 'Add account'
- Type in the first letters of "ORCID" until you see the search results (very slow)
- Click the link to ORCID to be taken to their sign-in page

Link a new 3rd-party account

Search for the account name or click on a link below to connect your My NCBI account to one of these partner organizations. Please note, you can only link one account per third-party partner.

orcid

Available 3rd-party partners

ORCID

- **Carefully follow the instructions on page 2, to "Sign in with your institution" instead of signing in with your ORCID account and password.**

- From the NCBI Account Settings page, you can link any other accounts, including NSF or other major funders.

****Critical Note: If you search for an agency and they do not appear on this list, or if they appear but have a red text warning that "this account is already logged into another NCBI email account" then you have two profiles that need merged and must [submit a help desk ticket](#).

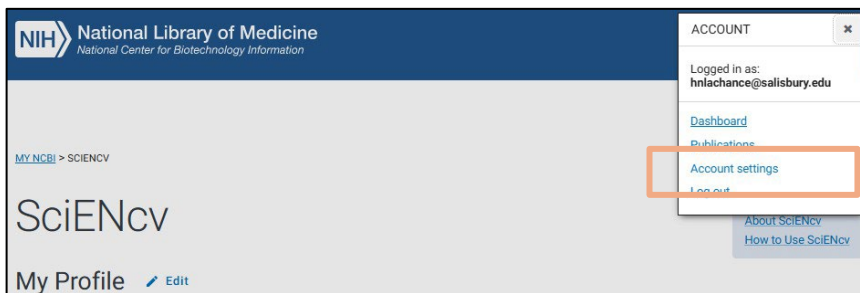
Reach out to your department's Welch Library [Informationist](#) for assistance logging into [ORCID](#)

Adding Delegates (faculty)

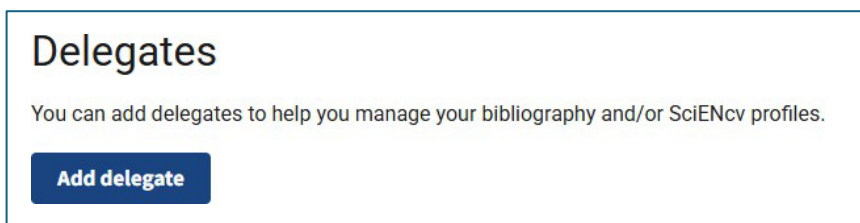
Delegates can create and edit your documents, but they cannot update your NCBI account, link your ORCID account, or certify your documents.

Faculty must log in to assign delegates.

1. Go to your NCBI Account Settings



2. Scroll down to Delegates, click Add delegate



3. Enter the email of your delegate

4. Delegation status can be tracked and revoked from the same account settings page.

My NCBI User Name	E-mail	My Bibliography	SciENcv	Remove
twoduckies	her@gmail.com	☒	☐	X
(Awaiting confirmation)	gjung@gmail.com			X

[Add a Delegate](#)

*In general, both Bibliography and SciENcv delegation should be granted, as the Bibliography is used for products, scientific contributions, and citations.

NIH has released an [FAQ page](#) for delegation within NCBI.
See NCBI delegation instructions [here](#).

Update Profile (all)

While delegates have some ability to update profiles, all senior personnel are encouraged to update and maintain their own profile.

1. From the SciENcv home page, click 'Edit' next to 'My Profile'
2. Add or correct information as displayed.
3. The ORCID ID should be connected here already. It can be connected here if not already done through the NCBI account. If you have issues with the connection here, try via the NCBI account settings.
4. If any personal information is displayed wrong in a document, or not editable in a document, try correcting it on this edit profile page.